



CITY OF MOUNTAIN VIEW PUBLIC LIBRARY GROUP STUDY ROOMS USE POLICY

POLICY:

The City of Mountain View Public Library provides, on a “first come, first served” basis, three study rooms for small groups to use for purposes of group study, discussions, projects, and for tutoring or similar activities. There are no reservations except for literacy program tutors and learners as described below.

The large group study room is for groups of 5-8 people. The two small group study rooms are for groups of 2-4 people. All rooms have wireless Internet available; the small study rooms have wired Internet Ethernet connections. The large group study room has a whiteboard.

Groups of more than one person have priority for using the study rooms. The group study rooms may be used by individuals only until a group desires to use the room. Other designated “quiet” areas of the library are available for individual study. The Library also has a small conference room (Monarch Room) that can be rented by individuals and groups of up to 8 people for a fee of \$10.00 per day. The room is available from 10:00 a.m. to 4:45 p.m. Monday – Friday.

REGULATIONS:

Registering

- One member of each group must be a registered Mountain View Public Library user and present his/her library card at the Adult Services Information Desk on the 2nd floor. This person is the “responsible user”.
- The names of each person in the group are required for registration.
- The staff person at the Adult Services Information Desk will assign the group to a study room and check the condition of the room when the group leaves.
- The responsible user must tell the Adult Services Information Desk staff when they are leaving.
- Volunteer tutors and learners affiliated with the Library’s Vision Literacy program may reserve the small study rooms for a maximum of two hours per week up to thirty days in advance.

Using the group study rooms

- Each group may use a study room for one hour when others are waiting.
- The study room must be occupied continuously during the one hour except for a short rest break.
- If no other group is waiting, the group presently using the study room may stay until another group has signed up to use the room.
- A group of 2-4 may use the large study room when it is the last room available. However, should a larger group of 5-8 want to use the large study room, the smaller group will have to leave after the minimum one hour time.
- If all study rooms are occupied, when another group is waiting, the group that has been using a room the longest (and at a minimum for one hour) will be asked to leave first. As a courtesy to the next group, study rooms should be vacated in a timely manner.
- If a group wishes to use a study room again in the same day, there must be a period of at least one hour between the two signups.
- **Adult Services Information Desk staff make the decisions about using the group study rooms, groups staying longer than the minimum time, and when to vacate for the next group.**

Responsibility

- The responsible user will be held financially responsible for any damage to the group study room or furniture.
- The room must be left in clean and neat condition
- Groups who are noisy or unruly will be asked to leave. Talking in normal voices is permitted.
- Eating and drinking are not permitted except for bottled water.
- Cell phone use is not permitted except as described in the Library's behavior Policy.
- Property should not be left unattended in the room and the Library is not responsible if the door is left unlocked by the group.
- The Library's Behavior Policy applies to the group study rooms.

Adopted by the Library Board of Trustees July 15, 2002

Revised and adopted by the Library Board of Trustees February 25, 2008